



25 APR 1984

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 16-20 April 1984

FROM:

C/OC-AMD

EXTENSION

NO.

OCAM M84 - 197

DATE

24 APR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

26 APR 1984

2.

DD/CO

26 APR 1984

25 APR 1984

3.

OC-EXA

26 APR 1984

30 APR 1984

4.

OC-MLS

30 APR 1984

30 APR 1984

5.

OC-OL/IMC (Archive)

6.

7.

8.

9.

10.

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13.

14.

15.

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CCAM m84-197

MEMORANDUM FOR: Director of Communications

24 APR 1984

FROM:

[redacted]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Weekly Staff Notes - 16-20 April 1984 [redacted]

1. Three Incentive Awards were presented at the D/CO's staff meeting on Monday, 16 April. [redacted]
[redacted] were each awarded \$1,000 and Certificates of Exceptional Accomplishment for their exemplary performance in establishing the Domestic Message Switch [redacted] was the recipient of a \$750.00 cash award and a Certificate of Exceptional Accomplishment for his beyond-the-line-of-duty participation in the [redacted] installation. [redacted]

2. AMD has been advised by Payroll that recently passed retroactive pay raise of one-half a percent will probably not show up in paychecks until pay period 12. Also, the retroactive amount (to January 1984) will be included in the paycheck for pay period 13 or 14. The reason for this delay is that Payroll must enter the changes manually and they anticipate it will take a considerable amount of overtime to complete it. [redacted]

3. In an effort to update OC personnel files and bio's, Chief, Personnel Services Section and Chief, Personnel Administration Branch met with Office of Personnel (OP) representatives 18 April to establish a procedure to have appropriate information on OC personnel in the OP systems incorporated into the OC data system so it can be used in updating and maintaining personnel files. [redacted]

4. The DDA's Career Day Seminar (Upward Mobility Program) is scheduled for 27 April 1984 in Room 6E13 Hqs. On 25 April 1984, there will be a preview in [redacted] at 1300 hours of the positions being offered as part of the Upward Mobility Program in the DDA. The session on 25 April will also provide an overview of the Upward Mobility Program and how to apply for positions. OC has the following positions advertised for the Career Day Seminar:

Commo Officer/Security

Position Grade: GS-09

Telecommunications Specialist

Position Grade: GS-07

Librarian-ADP

Position Grade: GS-09

On 25 April 1984, during the Career Day Seminar, personnel intimately familiar with the positions being advertised will be available to answer questions from prospective applicants. [redacted]

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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25X1



25X1

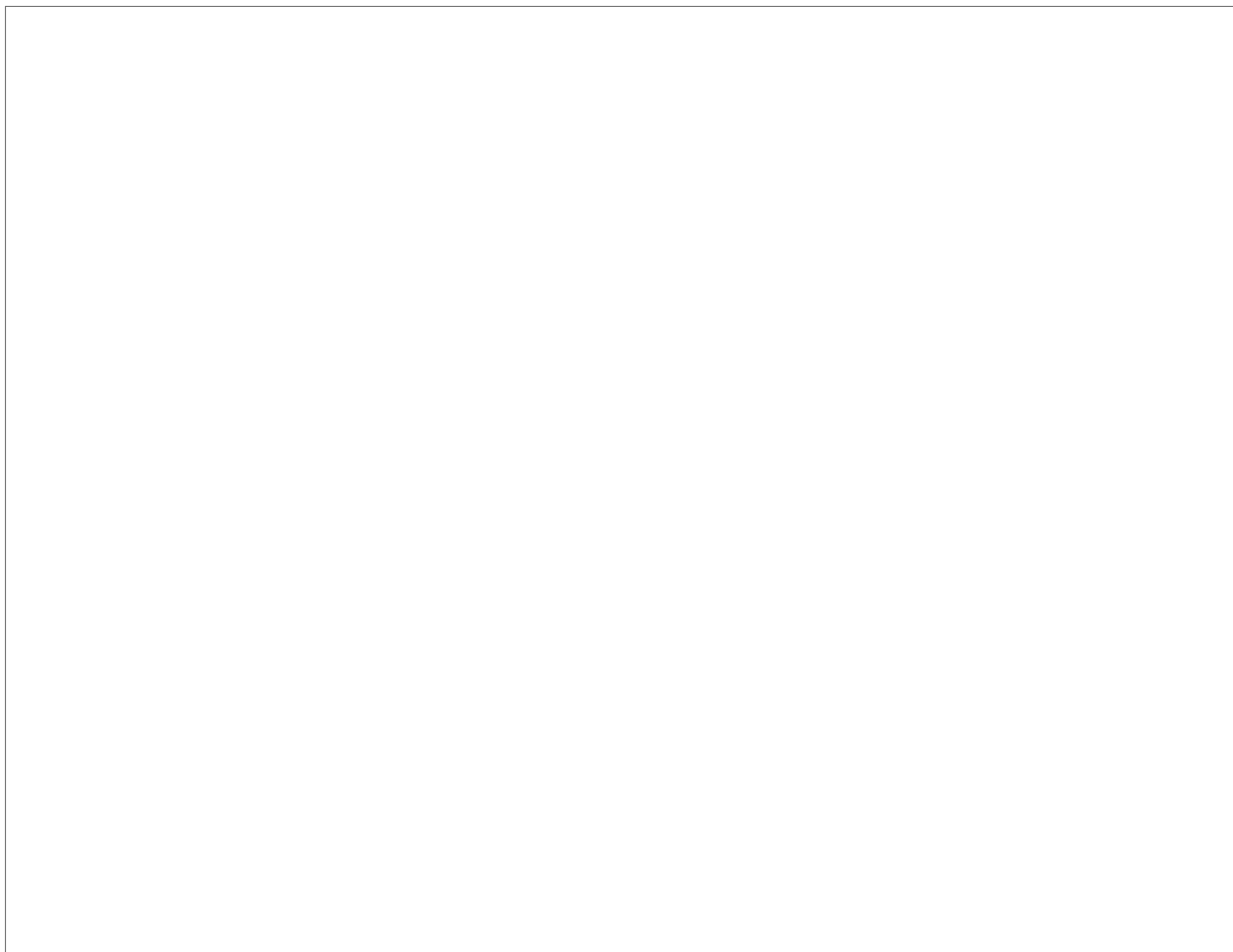
25X1

6. The TERP IIA training program is beginning to bloom with
Messrs. [redacted] performing
TDY to accomplish Operations training [redacted]
(C)

25X1

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7. Due to the increase in SKYLINK training requests to satisfy
requirements for newly assigned operators, CS is providing special
four weeks of night training. The two SC-3 terminals at CS are in
use for sixteen-hour-a-day sessions. [redacted]



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